

Ending an Out of Home Placement

1. Select the Participant View check box and expand the Cases expando. Find the case where the Out of Home Placement requires ending.
2. Click on the yellow file folder icon next to the case name to expand all the participants and click the person icon next to the correct participant.
3. Click on the Placement icon to open all of the Out of Home Placements that exist for this child.
4. Click the blue hyperlink for the child's current open Out of Home Placement. The current open placement has a start date and no end date, and will be located under the "Open Placements" header (highlighted below). Clicking on this placement hyperlink will open the child's Out of Home Placement.

Flinstone, Wilma (9222726)

Case details:

Juvenile Justice
Milwaukee-Site 5

Case address:

123 Stoneview Rd.
Dallas, WI 54733

Primary worker:

Corn, Conn C., Jr.
(608) 266-4496 Ext. 1222
Conn@wisconsin.gov


Actions:

[Please select an action](#)

Open OHP exists for associated participant(s)

View participants

 Flinstone, Fred 05/05/1974
Present Spouse (None) - Active

 Flinstone, Pebbles 05/03/2005
Biological Child, OHC (JJ) - Active

 Flinstone, Wilma 04/01/1977
Reference Person (None) - Active

 Flinstone, Zeke 05/05/2006
Biological Child, IH (JJ) - Active

 Flinstone, Zakey 10/01/2012
Biological Child (None) - Active

Flinstone, Zeke (9226011) Case Information:

[Please select an action](#)

+ Assets and Income

+ Assignment

+ Eligibility

- Placements

Open Placements

[McGwire, Sally - Foster Home \(Level 2+\)](#)

02/27/2014

Flinstone, Zeke

Approved

Milwaukee

Closed Placements

[McGwire, Sally - Foster Home \(Level 2+\)](#)

08/01/2015 - 08/01/2015

Flinstone, Zeke

Closed - Made in Error

Milwaukee

[Badger, Bucky - Foster Home \(Level 2+\)](#)

02/01/2015 - 02/01/2015

Flinstone, Zeke

Closed - Made in Error

Milwaukee

[Provider, Female - Foster Home \(Level 2+\)](#)

01/24/2015 - 01/24/2015

Flinstone, Zeke

Closed - Made in Error

Milwaukee

[McGwire, Sally - Foster Home \(Level 2+\)](#)

02/27/2014 - 02/27/2014

Flinstone, Zeke

Closed - Made in Error

Milwaukee

 [McGwire, Sally - Foster Home \(Level 2+\)](#)

02/27/2014 - 02/27/2014

Flinstone, Zeke

Closed - Made in Error

Milwaukee

5. Click on the Options drop-down. Select the option of Placement Ending. Click the “Go” button. This will open the Service Ending page.

Out of Home Placement - Windows Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Child
Child: Flinstone, Zeke (9226011) Case Name: Flinstone, Wilma (9222726) Request Number:

Service **Provider** **ICWA**

Placement Information

County: Milwaukee
Removed From Home: 10/05/2012
Placement Begin: 02/27/2014
Placement End: 00/00/0000
VPA/VILA Effective: 00/00/0000

Service Category: Foster Care
Service Type: Foster Home (Level 2+)
Placement Setting: Treatment Foster Home - Non-Relative

Child's Level of Need:
Provider's Level of Care: 3

Child Specific Costs: N/A
Current Basic Costs: \$410.00 per month
Supplemental Costs: \$0.00
Exceptional Costs: \$0.00
Administrative Costs: \$0.00
Costs > Spending Limit: \$0.00
Current Monthly Payment: \$410.00

☐ This is an Adoptive Placement
☒ This is a CPS Non-Conforming Placement
☐ This is an Emergency Situation
☒ After Hours Placement
☒ Child is an American Indian child as defined by statute.

Child Removal From Home Information

Options: **Go** **Save** **Close**

Actions
Approval
Non-Conforming Reasons
Placement Ending
(Re)generate Payment
Text
Text

100%

6. Enter in the date you want to record as the end of the placement.

Note: The placement dates should reflect the nights the child slept at the provider (providers get paid based on the logic that “overnight gets the money”).

As an example: If you moved the child from the provider’s home on January 24, 2015, you would end the placement on January 23, 2015, as this was the last night the child slept in the provider’s home.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child

Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending

End Date: 00/00/0000

Ending Purpose: [dropdown]

End Reason: [dropdown]

Is the End of This Child Placement a Discharge from All Placements? ☐ Yes ☐ No ☐ N/A

Discharge Reason: [dropdown]

Options: [dropdown] **Go** **Save** **Close**

7. Select the purpose for ending the placement from the drop-down list provided in the Ending Purpose field.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child
Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending
End Date: 01/23/2015
Ending Purpose: [Dropdown]
End Reason:
Is the End of This Child Placement a Discharge from All Placements?
Discharge Reason:

Options: [Dropdown] Go Save Close

Administrative Change within Plcmt Epsd
Agency Transfer within Placement Episode
Discharge from Placement Episode
Placement Change within Plcmt Episode

8. Select the reason for the ending of the placement from the drop-down list provided in the End Reason field. The “End Reason” field filters based on the Ending Purpose that is chosen.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child
Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending
End Date: 01/23/2015
Ending Purpose: Placement Change within Plcmt Episode
End Reason: [Dropdown]
Is the End of This Child Placement a Discharge from All Placements?
Discharge Reason:

Options: [Dropdown] Go Save

Adoption Disruption
Agency Requested Change
Child Committed to Other State Inst.
Child in Correctional Fac. w/ Aftercare
Child Placed in Detention
Child Requested Change
Missing From OHC - Not Closing Case
Parent/Relative/Guardian Requested Chnge
Provider No Longer Licensed
Provider Requested Change
Trial Reunification

9. Depending on the value selected for the Ending Purpose, you may be required to select a Discharge Reason.

Selecting “Placement Change within Plcmt Episode” as in the example above will not require you to select a discharge reason, as it is presumed the child will be entering another placement; therefore, the child is not being “discharged” from all placements.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child

Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending

End Date: 01/23/2015

Ending Purpose: Discharge from Placement Episode

End Reason: Reunification w/ Parent(s)/Primary Ctrkr

Is the End of This Child Placement a Discharge from All Placements? ☒ Yes ☐ No ☐ N/A

Discharge Reason: Reunification w/ Parent(s)/Primary Ctrkr

Options: Go

To support Federal National Child Abuse and Neglect Data System (NCANDS) reporting, a Death Date field has been added to the Placement/Service Ending page. The field will dynamically display if a death is indicated on the page but will not be required. If a Death Date has already been entered on Person Management, the date will pre-fill to the page. If the Death Date is added or changed on the page then the Death Date field on Person Management will be updated after the Placement/Service Ending has been approved. The Death Date field will always remain editable on Person Management but will freeze and will not be editable from the Placement/Service Ending page.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child

Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending

End Date: 01/23/2015

Ending Purpose: Discharge from Placement Episode

End Reason: Death of Child

Is the End of This Child Placement a Discharge from All Placements? ☒ Yes ☐ No ☐ N/A

Discharge Reason: Death Of Child

Death Date: 00/00/0000

Options: [] Go Save Close

10. On the Service Ending page, select “Approval” from the Options drop-down. Click the “Go” button. This will open the Approval History page where you can complete the approval process for the ending of the placement.

Service Ending -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child

Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)
Provider: McGwire, Sally (20193) Service Begin: 02/27/2014

Service Ending

End Date: 01/23/2015

Ending Purpose: Placement Change within Plcmt Episode

End Reason: Agency Requested Change

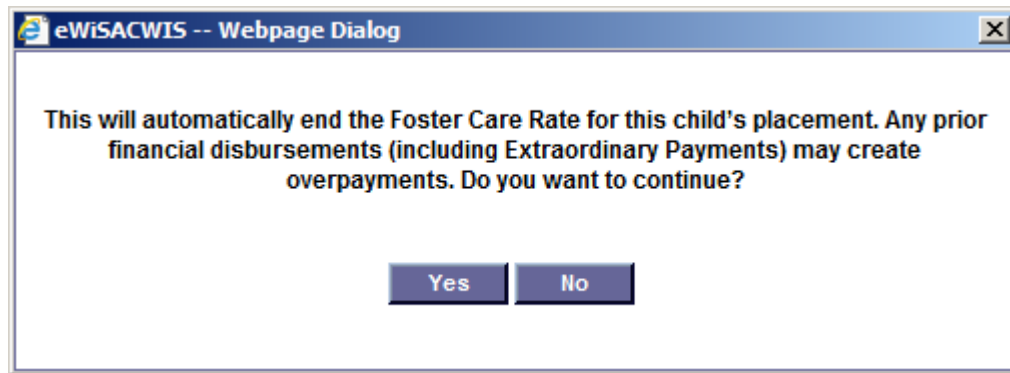
Is the End of This Child Placement a Discharge from All Placements? ☐ Yes ☐ No ☐ N/A

Discharge Reason:

Options: **Go** **Save** **Close**

Actions
Approval
Text
Text

11. When ending the placement, the system will check to see if there is an open foster care rate attached to the placement. If there is an open foster care rate, you will receive the following informational message:



Clicking Yes to this message will allow the system to auto end the foster care rate with the same date as the placement is ending. Clicking No will stop the placement ending process and will allow you to make further edits either to the placement or to the foster care rate before proceeding.

12. The screen shot below shows what the Out of Home Placement and Foster Care Rate will look like on the outlier after final approval of the Placement End.

Flinstone, Wilma (9222726)

Case details:
 Juvenile Justice
 Milwaukee-Site 5
 Open OHP exists for associated participant (s)

Case address:
 123 Stoneview Rd.
 Dallas, WI 54733

Primary worker:
 Corn, Conn C., Jr.
 (608) 266-4496 Ext. 1222
 Conn@wisconsin.gov

Actions:
 Please select an action ▾

View participants

Flinstone, Fred 05/05/1974
 Present Spouse (None) - Active

Flinstone, Pebbles 05/03/2005
 Biological Child, OHC (JJ) - Active

Flinstone, Wilma 04/01/1977
 Reference Person (None) - Active

Flinstone, Zeke 05/05/2006
 Biological Child, IH (JJ) - Active

Flinstone, Zakey 10/01/2012
 Biological Child (None) - Active

Flinstone, Zeke (9226011) Case Information: Please select an action ▾

+ Assets and Income
 + Assignment
 + Eligibility
 - Placements

Closed Placements

McGwire, Sally - Foster Home (Level 2+)	08/01/2015 - 10/29/2015	Flinstone, Zeke	Closed - Reunification w/ Parent(s)/Primary Crtr	Milwaukee
Badger, Buckv - Foster Home (Level 2+)	02/01/2015 - 02/01/2015	Flinstone, Zeke	Closed - Made in Error	Milwaukee
Provider, Female - Foster Home (Level 2+)	01/24/2015 - 01/25/2015	Flinstone, Zeke	Closed - Entered Military Service	Milwaukee
+ McGwire, Sally - Foster Home (Level 2+)	02/27/2014 - 01/23/2015	Flinstone, Zeke	Closed - Agency Requested Change	Milwaukee
McGwire, Sally - Foster Home (Level 2+)	02/27/2014 - 02/27/2014	Flinstone, Zeke	Closed - Made in Error	Milwaukee
+ McGwire, Sally - Foster Home (5-11 years old)	10/05/2012 - 10/05/2012	Flinstone, Zeke	Closed - Made in Error	Milwaukee
+ McGwire, Sally - Foster Home (5-11 years old)	10/05/2012 - 02/26/2014	Flinstone, Zeke	Closed - Conversion - Other	Milwaukee
Barbie, Midge - Family Group Home	02/22/2011 - 02/22/2011	Flinstone, Zeke		Milwaukee

13. If the Placement End is a discharge from all placements then you will also be prompted with a pop-up to select the address the child is discharging to. The Case Address and any parents or guardians will appear as options. Select other to enter any other address. On final approval of the placement ending the child's address will be updated in Person Management.

Note: If the child is moving from one provider's home to another provider's home, the system will end the existing address record and create a new address record reflective of where the child will be in care.

Discharge Address Select -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Child
Child: Flinstone, Zeke (9226011) Case: Flinstone, Wilma (9222726)

Discharge Address Selection

☐ [Case Address](#) 123 Stoneview Rd.
Dallas, WI 54733

☐ [Flinstone, Wilma](#) (Child's Mother) 123 Stoneview Rd.
Dallas, WI 54733

☐ [Flinstone, Fred](#) (Child's Father)

☐ Other

Address Update

C/O: For Medicaid purposes, both parents/guardians should be listed if residing at the same address.

Street: Apt:

WI City: County of Residence:

City: State: Zip:

[Continue](#) [Close](#)

The image below illustrates a sample of what the address change might look like on a child that was reunified.

Person Management 'Bucky Badger' ID:8453119 - Internet Explorer

eWiSACWIS Resource Print Spell Check Help

Basic Parent Info Additional **Address** Education Characteristics Medical/Mental Health

Address Information [Insert](#)

☐ [View All Addresses](#)

Primary Residence 10/04/2016 - Present [Edit](#) [Delete](#)

11020 W. Greenfield Av. Apt. 105
Milwaukee, WI 53214
Milwaukee County

Primary Residence 09/01/2016 - 10/03/2016 [Edit](#) [Delete](#)

321 Stone Street
Madison, WI 537032020 United States
Phone (608)555-1111 Cell (608)555-1212
Email Bucky.Badger@wisconsin

14. If it was decided that an error was made after the Placement has been ended, you can utilize the “Made in Error” option on the Out of Home Placement page. Go to Options, select Made in Error, and select Go.

Note: An approval level of 2 is needed in order to see this option.

Out of Home Placement - Windows Internet Explorer

eWiSACWIS

Child: Flinstone, Zeke (9226011) Case Name: Flinstone, Wilma (9222726) Request Number:

Service Provider ICWA

Placement Information

County: Milwaukee

Service Category: Foster Care

Removed From Home: 10/05/2012

Service Type: Foster Home (Level 2+)

Placement Begin: 02/27/2014

Placement Setting: Treatment Foster Home - Non-Relative

Placement End: 01/23/2015

Child's Level of Need:

Provider's Level of Care: 3

VPA/VTILA Effective: 00/00/0000

Child Specific Costs: N/A

Historic Basic Rate: \$410.00 per month

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: N / A

Removal Reasons

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

Options: **Made in Error**

Go Save Close

15. Selecting Yes will set the Placement, CANS, and Foster Care Rate to made in error. To still view these pieces of work, select the View Not Approved/Canceled checkbox on your desktop.

eWiSACWIS -- Webpage Dialog

The placement end date will be set to the placement begin date. Rate settings will be ended for the reason of Made in Error. Overpayments will be generated. Please immediately adjust all Overpayments that are not legitimate. Extraordinary Payment Requests will also be Made in Error. Do you want to continue?

Yes No

There are a number of notices that are available for use under the Options drop-down of the Provider tab.

Out of Home Placement - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Child
 Child: Flinstone, Pebbles (9226010) Case Name: Flinstone, Wilma (9222726) Request Number:

Service **Provider**

Provider Information
 Name: [Sally McGwire \(20193\)](#) [Search](#) Contact:
 Actual Name of Default/Historical Provider (if applicable):
 C/O: Shaquille O'Neal
 Street: 111 Clint Black Street 2500 South Apt: 12
 City: Milwaukee State: WI Zip: 53295 Country:
 Phone: (708)258-1236 Ext: Fax: Alt Phone: Alt Ext:
 Email:

Payment Information
 Parent Agency: [Sally McGwire \(20193\)](#)
 Target Pop: CHIPS - Abuse and Neglect (NYA - 61) [Details](#)
☐ Override Parent Agency rule
 Total Clothing Allowance Disbursed:

School District Information
 Provider's School District Code: Milwaukee - 3619

Kinship Care
 Relationship of Child to Kinship Provider:

[Split Payment](#)

Options: [Go](#) [Save](#) [Close](#)

- Actions**
 - Suicide in Out of Home Care
- Notices**
 - 30 Days Notice to Foster Parents
 - Denial of Kinship Care Payment and Appeal Rights
 - ICWA Notification Letter
 - Kinship Child Support Notice
 - Notice of Change of Placement-CFS-2079
 - Notification of Emergency Removal From FH Child in Home 6 Months+
 - Notification of Emergency Removal From FH Child in Home Under 6 Months
 - Objection Notice-CFS-2129
 - Placement Difficulties and Disruption
 - Referral to Out of Home Care Child Characteristics/Needs

Done [Text](#) [Text](#)

Local intranet | Protected Mode: Off 100%

- The “Suicide in Out of Home Care” is an action that is available under the Options drop-down. Select the “Suicide in Out of Home Care” option and click ‘Go’ to launch the Serious Incident Notification page, when appropriate. This page is only used in the instance of a suicide in the Out of Home Placement episode. See the Serious Incident (Act 78) User Guide for more details.